



Planning & Development Department

SPECIAL USE PERMIT PROCESS



SPECIAL USES

The following uses may be allowed in zoning districts from where they are otherwise prohibited with a Special Use Permit (see Section 2401 of the Maricopa County Zoning Ordinance for more detailed information):

Agriculturally-oriented facility
Airport
Amusement Park, etc.
Auction Facility
Campground
Cellular Communication Facility (certain types)
Cemetery
Circus/Carnival
Commercial Dormitory
Commercial Storage of Mobile Homes, RV's, etc.
Commercial Transmitting and Receiving Facility
Cottage Industries
Development or Extraction of Earth Products
Experimental and Proving Ground
Feed Lot (commercial)
Feed Store
Group Care facility
Guest Ranch
Hospital
Institution of a religious, educational or philanthropic nature
Landfill
Kennel
Manufactured/Mobile Home in a Rural Zoning District
Mini-storage Facility
Mobile Home Park
Mobile Home subdivision
Offices complimentary to a Development Master Plan
Plant Nursery
Private Clubs and Fraternal Organization
Race Track
Recreational open air facility
Recreational Vehicle Park
Refinery
Residential Facility
Residential Use in Commercial Zone
Residential Use along with another Special Use
Resort
Riding and Boarding Stable (public)
Rodeo facility
Sports Arena
Swap Meet
Utility Generating Plant
Zoo

PRE-APPLICATION MEETING

A pre-application meeting is required for all Special Use Permits. Items of discussion may include requirements, citizen participation plan, community and area plans, zoning patterns and trends. In addition, the applicant may wish to contact other County Agencies such as Transportation, Flood Control and Environmental Services for any possible special requirements in processing the application. If your request is within 3 miles of an incorporated City or Town the applicant should contact them as well.

After the meeting and after consulting with staff, the applicant may begin implementing the citizen participation plan (See Citizen Review Process Summary / Guidelines).

FILING AN APPLICATION

To apply for a Special Use Permit, the following information is required (specifics for each item are included in the application packet):

1. A copy of the Pre-application Meeting Form (distributed at the pre-application meeting).
2. A completed and signed application form. A "Property Owner Authorization" form must also be completed if the applicant is not the property owner.
3. Verification of ownership of the site, such as a recorded deed.
4. Plan of Development (also know as a Site Plan).
5. Narrative Report, describing and justifying the request, property and area conditions, potential impacts, proposed improvements, services, utilities, etc.
6. A listing, mailing labels and postage-paid envelopes for each property owner within 300' of the property. An "Affidavit of Notification" regarding the surrounding property must also be completed, signed and notarized.
7. Application fees for Planning, Flood Control and Environmental Services.
8. Photographs of the site and adjacent properties.
9. Citizen Participation Plan, describing the parties contacted by the applicant, how information about the application is disseminated, how inquiries are handled, schedule of completion, etc.

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TECHNICAL ADVISORY COMMITTEE (TAC) REVIEW

After a complete application is submitted and accepted by the Planning Department, staff will forward copies of the application to members of TAC. TAC is composed of representatives of the County's Planning, Transportation, Flood Control and Environmental Services departments, as well as representatives from any other County department, fire district, school district, City or Town, homeowner's association, or other interested party that is in close proximity or has jurisdiction over the site.

Staff will schedule the request for review by TAC (see attached schedule), and notify you of the actual date and time that your request is scheduled. Staff will provide you with written comments from any reviewing agency unable to attend the meeting.

POST-TAC REVIEW

Depending on the comments received at TAC, the application materials may need revisions. The applicant must submit revised materials, reflecting the TAC comments, to the Planning Department, which will forward the revised materials to the appropriate agencies. Once all reviewing agencies are satisfied that the technical requirements have been met (more than one re-submittal may be necessary) and the Citizen Participation Plan Report has been satisfactorily completed (see Citizen Review Process), the request will be scheduled for public hearing by the Planning and Zoning Commission. Staff will also make the necessary mailing, publication and posting notices, as well as prepare a staff report. Please note that compliance with comments from TAC and/or staff does not guarantee that the application may be supported or recommended for approval by staff or the Planning and Zoning Commission, or be approved by the Board of Supervisors.

PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission will hold a public hearing for all interested persons wishing to comment on the Special Use. The applicant must attend this meeting, and will be asked to comment on the request, the staff report and any comments that are made during the public hearing. The Commission will make a recommendation to approve or deny the request. Their recommendation may or may not concur with staff's recommendation.

BOARD OF SUPERVISORS

The Special Use Permit request will again be advertised and posted prior to a public hearing before the Maricopa County Board of Supervisors. The Board of Supervisors will ultimately vote to approve or deny the request. Their action may or may not concur with the recommendation made by the Planning and Zoning Commission.

POST-BOARD OF SUPERVISOR ACTIVITY

Once approved by the Board of Supervisors, the Special Use Permit becomes effective 31 days after Board action and when any required stipulations are met. The applicant may then obtain a Zoning Clearance and Building Permit as long as the property is in compliance with the Maricopa County Zoning Ordinance.

STATUS REPORTS

Status Reports are required on a regular basis (usually every 2 years from the date of approval) to evaluate the progress of the Special Use Permit in complying with the terms and conditions of approval. Status reports should be submitted to the Planning Department at least 1 month before the review deadline. The Planning Commission may accept the status report, require additional information, or take other action as deemed appropriate (including revocation). Failure to submit a status report may be cause for revocation. Contact staff for status report requirements.

APPEALS OF ADMINISTRATIVE DECISIONS

In accordance with ARS §11-810 and §11-811, you may appeal any exaction or dedication required by an administrative decision of County staff to a Hearing Officer for their review and determination. For additional information please contact staff.

For additional information contact:

Maricopa County
Department of Planning and Development

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PROJECT FLOW CHART

